

WHAT YOU SHOULD KNOW

Please Sign In...

When you arrive at the Career Resource Center please sign in at the reception desk. This helps the Department of Labor to track the number of persons using the center.

★Please note: There is a separate sign in book for Veterans.



Parking is available...

You are welcome to park your vehicle in our parking lot while you utilize the Resource Center. Simply ask for a parking pass at the reception desk when you arrive. Parking passes are only valid for the date specified, so be sure you get a new pass each time you come in. Vehicles without a valid parking pass will risk being towed at the owners expense.



No Cell Phones Please!

Cell phones can be distracting , therefore we've implemented a strict **NO CELL PHONE** policy in the Resource Center. Please turn off your cell phone or put the ringer on vibrate while you're in the building. Should you need to answer a call, cell phone use is allowed in the corridor **only**.



Resources are for Job Seekers...

Please remember that the Career Resources Center exists to support individuals who are seeking employment. Therefore, the resources offered must be used for job search purposes **only**. This includes, computers, telephones, the photo copier and the fax machine.



DEPARTMENT OF LABOR
WORKING TOGETHER FOR VERMONT

VERMONT DEPARTMENT OF LABOR
63 PEARL STREET
BURLINGTON, VT 05401

Phone: (802) 863-7676

Fax: (802) 863-7655

www.labor.vermont.gov

www.vermontjoblink.com



DEPARTMENT OF LABOR
WORKING TOGETHER FOR VERMONT

WELCOME TO THE
CAREER RESOURCE
CENTER

63 PEARL STREET
BURLINGTON, VT 05401
PHONE: (802) 863-7676
FAX: (802)863-7655

Hours Of Operations

Monday-Thursday: 7:45 AM Until 4:30 PM

Friday: 9:45 AM Until 4:30 PM

WHAT CAN WE HELP YOU WITH?

Photo Copier

A photo copier is available for your use at no charge. All copying must be job search related.

Fax Machine

The Fax machine in the Career Resource Center is available for sending job search related faxes only. Please ask a staff member to send the fax, rather than attempting on your own. There are Fax Cover Sheets readily available for your convenience.

Workshops and Groups

Several Workshops are provided free of charge, including: Basic Computer Skills— Level 1, Basic Computer Skills— Level 2, Resume and Cover Letter Writing and Interview Skills. Please call ahead to reserve your spot. A Networking group meets once a week to discuss potential job leads and job search techniques with other job seekers.

Calendar of Events

Refer to our monthly calendar of events for specific workshop dates and times. The calendar will also specify special events including; Employer Presentations, Recruitment Events, Guest Speakers, Job Fairs and Service Provider Fairs, in addition to any changes in our business hours. Calendars are available at the front desk in the resource center.

Other Resources

The Career Resource Center has local newspapers including; The Burlington Free Press and Seven Days, which include an Employment Classified section. The Career Resource Center also subscribes to other publications to aid in job search and career exploration.

Veteran's Employment Services

If you are a Military Service Veteran, consider scheduling an appointment with a Veteran's Employment Representative for one-on-one assistance.

WHAT CAN WE HELP YOU WITH?

Resources available to Job Seekers

www.vermontjoblink.com

www.vermontjoblink.com is the website we use to post job ads for local employers. This database will allow you to search by type of occupation, keyword, job location and many other options. If you are not comfortable using a computer for job search, print-outs of the most recent job postings on Vermont Job Link are available for review in the Resource Center, or ask Resource Center Staff to assist with online job search.

Registering with Vermont Job Link.....

When you register with Vermont Job Link you will be allowed to view job postings and get referrals for the jobs posted on our website. Registering also helps us to track the services we've provided to you. Click on **Create a Job Seeker Account** to register with Vermont Job Link and to build a resume. You also have the option to allow employers who utilize the website to view the resume you create on Vermont Job Link. The more detailed your resume, the better.

Computer Access

The Career Resource Center has 14 computers available for public use. You must sign up for a User Name in order to log on to the system. Each computer is equipped with online access and has a resume writing program. If you create a document it can be saved to your user name and accessed at a later date. The computers are available on a first-come first-served basis. There is a 2 hour daily limit on computer usage. All computers are connected to a Laser Jet Printer.

Telephone Use

There are 2 phones available in the Resource Center for following up on job leads, scheduling interviews or filing an Unemployment claim. You must dial "9" for an outside line. Please ask for assistance when making long distance calls.

FREE WORKSHOPS

Resume and Cover Letter Writing

An introduction to resume and cover letter writing: How to write a resume that gets you an interview. Learn the different resume styles and how to target your resume to a specific job or employer. Offered every Second and Forth Tuesday of each Month from 10:00AM until Noon

Interview Skills

Learn tips for interviewing: How to dress, what to say, how to prepare. Discover where to find salary information and detailed descriptions for specific occupations. Set up and appointment to practice your interviewing skills with a DOL staff member. Offered every Second and Forth Tuesday of each Month from 1:00 PM until 3:00 PM

Basic Computer Level I

A class for someone who wants to start at the very beginning: Mouse, desktop, windows and the Internet will be explained. Set up your own private email account that can be used from any computer connected to the Internet. Offered every first and third Wednesday of the month from 1:00 PM until 3:00 PM

Basic Computer Level II

The follow up to Basic Computer I: Learn how to job search on the Internet, locate labor market information, and post a resume in an online application and with an online job bank. Offered every second and fourth Wednesday of the month from 1:00 PM until 3:00 PM

Networking

An opportunity to network with fellow job seekers meet and greet representatives from local company human resource departments and organizations: weekly topics on subjects related to job search, practice your elevator speech and discover the hidden job market. On going support for you during your job search. Offered every Monday from 1:00 PM until 3:00 PM

★Don't forget to sign up ahead of time.